

TABLE OF CONTENTS

<u>Part</u>	<u>Paragraph</u>	<u>Topic</u>
1	TRAVEL AUTHORIZATIONS	
	1	Getting Started
	A.	Things to Consider Before Authorizing Travel
	B.	Forms Required
	C.	Authorizing Actual Subsistence vs. Per Diem
	D.	Travel During Non-Duty Hours
	E.	Traveler's Responsibilities--Prudent Person Rule
	F.	Travel Which Combines Official and Personal Travel
	G.	Travel During Which An Employee Takes Annual Leave
	H.	Interview Travel
	I.	When to Prepare Travel Authorizations (AD-202)
	J.	Post Approval of AD-202s
	K.	Responsible Agency
	L.	Expenses Which Must Explicitly be Pre-Authorized
	M.	Amending AD-202s
	2	Travel Authorization Preparation
	A.	Information Needed to Prepare an AD-202
	B.	Types of AD-202s and Who Uses Them
	C.	Numbering Travel Authorizations
	D.	Travel Purpose Codes
	E.	Estimating Costs
	F.	Accounting Classification Codes
	G.	Approving Authorities (FSA)
	H.	Authority for "Acting" Officials
	I.	Distribution of Copies of a Travel Authorization
2	MAKING TRAVEL ARRANGEMENTS	
	1	Travel Management Centers (TMC's)
	A.	Definition
	B.	Use of Other Travel Agencies Prohibited
	C.	Services Provided by TMCs
	2	Choosing Mode of Transportation
	A.	Most Advantageous Means
	3	Government Contract Fares
	A.	General Rule -- Mandatory Use
	B.	Prohibited for Personal Use
	C.	Exception Codes
	D.	Use of Super Saver or Other Special Fares
	E.	Commercial Transportation Ticket Distribution for National Office Employees

TABLE OF CONTENTS

<u>Part</u>	<u>Paragraph</u>	<u>Topic</u>
2	4	Airplane Accommodations
	A.	Classes of Airline Accommodations
	B.	Policy on Use
	C.	Approval of Premium-Class Airline Accommodations (FSA Only)
	5	Bonus Goods/Frequent Traveler Benefits
	A.	Policy
	6	Rental Cars
	A.	When Authorized
	B.	Federally Contracted Rental Agents - General Rule
	C.	Benefits of Using Contracted Rental Agents
	D.	Employee Responsibilities
	E.	Reimbursable Costs Related to Rental Cars
	F.	Government Administrative Rate Supplement (GARS) Charge
	G.	Damage Waiver/Insurance Costs
	H.	Accidents
	7	Government Furnished Vehicles (GFVs) (FSA Only)
	A.	Definition
	B.	Obtaining a GFV
	8	Taxicabs, Shuttle Services, or Other Courtesy Transportation
	A.	Reimbursable Expenses
	9	Privately Owned Vehicles (POVs)
	A.	When Use of POV is Authorized
	B.	Mileage Rates
	C.	Mileage Rate Exceptions
	D.	Additional Expenses
	E.	Mileage Reimbursement when in Official Travel Status
	F.	Accidents While Using POVs
	10	Reimbursement of Local Travel (FSA Only)
	A.	Reference
	B.	Definition
	C.	Authority for Travel
	D.	Policy
	E.	Travel Within the Limits of the Official Duty Station (ODS)
	F.	Examples of Travel Within the Limits of the ODS
	G.	Travel Outside the Limits of the ODS
	H.	Examples of Travel Outside the Limits of the ODS
	I.	Travel to Multiple Sites
	11	Mileage Claims
	A.	Establishment of Travel Headquarters
	B.	Fixed Mileage
	C.	Flat Rate Allowance

TABLE OF CONTENTS

<u>Part</u>	<u>Paragraph</u>	<u>Topic</u>
3	PER DIEM	
	1	General Information
	A.	Definitions
	B.	Types of Expenses Covered by Per Diem
	2	General Rules Affecting Entitlement to Per Diem
	A	Eligibility
	B	Per Diem Within the Vicinity of the ODS - General Rule
	C	Definition of ODS for National Office Employees
	D.	Meals Taken at the ODS
	3	Computing Per Diem
	A.	Where Can Per Diem Rates Be Found?
	B	What Determines the Per Diem Rate?
	C.	When Does Per Diem Entitlement Begin and End?
	D.	Computing the Lodging Allowance?
	E.	Computing the M&IE Allowance?
	4	Reductions to Maximum Per Diem Rates
	A.	M&IE With No Lodging Costs
	B.	Lodging With Friends or Relatives
	C.	Double Occupancy/Sharing a Room
	D.	Deductions from M&IE When Meals are Provided
	E.	Incidental Expenses When Meals and Lodging are Provided
	F.	Extended Stays
	5	Interruptions of Per Diem Entitlement
	A.	Indirect Route or Interrupted Travel
	B.	Return to the ODS for Non-workdays
	C.	Travel Away from Temporary Duty Station on Non-workdays
	D.	Leave and Non-workdays
	E.	Incapacitating Illness or Injury of Employee or Personal Emergency
	6	Hotel/Motel Fire Safety Act
	A.	Policy
	B.	Federal Premier Lodging Program (FPLP)
	7	Hotel/Motel Tax Exemption
	A.	General Policy
	B.	Taxing Authorities That Offer Tax Exemptions

TABLE OF CONTENTS

<u>Part</u>	<u>Paragraph</u>	<u>Topic</u>
4		REIMBURSEMENT OF ACTUAL SUBSISTENCE EXPENSES
	1	General Information
	A.	When May Actual Subsistence Be Authorized?
	B.	Who Can Authorize Actual Subsistence Expense Reimbursement?
	C.	AD-202/Voucher (AD-616) Requirements
	D.	Mixed Travel
	2	Calculating Actual Subsistence Expense Amounts
	A.	Maximum Reimbursement Amounts
	B.	Documentation of Expenses/Receipt Requirements
5		SOURCES OF FUNDS
	1	Government Transportation System (GVTS)
	A.	Authorized Methods of Payment for Commercial Transportation Expense
	B.	Commercial Transportation using GVTS (FSA only)
	2	Government Travel Charge Cards
	A.	Policy on Use of Travel Charge Card
	B.	When to Use the Government Travel Charge Card?
	C.	Misuse of the Travel Charge Card
	D.	Employee Liability
	E.	Who Should Obtain a Activated Government Travel Charge Card?
	F.	How to Obtain a Government Travel Charge Card (FSA)?
	G.	How to Obtain a Government Travel Charge Card (FAS)?
	H.	What is the Credit Limit for Government Travel Charge Card?
	I.	How to Reactivate a Government Travel Charge Card?
	J.	Lost/Stolen Card Reporting
	K.	Disputes and Billing Errors
	L.	Current Government Travel Charge Card Contractor Notification Procedures
	M.	USDA Zero Tolerance Policy
	3	Cash Payments
	A.	Definition
	B.	When Cash Should be Used?
	4	Travel Advances
	A.	Request for Travel Advance
	B.	Ways of Obtaining a Travel Advance
	C.	Authorized ATM Cash Advances
	D.	Authorizing Official
	E.	Amount of Advance
	F.	Exceptions
	G.	Repayment of Travel Advances

TABLE OF CONTENTS

<u>Part</u>	<u>Paragraph</u>	<u>Topic</u>
5	5	Payment of Travel Expenses by Outside Sources (FSA Only) <i>A.</i> General rule
	6	Government Travel Requests (GTRs)
6		CLAIMS FOR REIMBURSEMENT
	1	Preparing to File an AD-616 <i>A.</i> When to File an AD-616? <i>B.</i> Receipt Requirements <i>C.</i> Which Form to Use <i>D.</i> Fraudulent claims <i>E.</i> Payment of Late Fees
	2	Preparing AD-616 <i>A.</i> Information Required on AD-616 <i>B.</i> Supporting documents <i>C.</i> Certifications <i>D.</i> Approving Officials for AD-616 <i>E.</i> Approving Own Travel Expenses <i>F.</i> Distributing Copies of AD-616 <i>H.</i> Record Retention <i>I.</i> Post Payment Audit <i>J.</i> Disallowance of a Travel Claim
7		MISCELLANEOUS EXPENSES
	1	Telephone Calls (FSA Only) <i>A.</i> Authorized Calls <i>B.</i> Reimbursable Rates When Using Commercial Systems <i>C.</i> Making Telephone Calls <i>D.</i> Claims for Reimbursement <i>E.</i> Approving Claims
	2	Laundry, Cleaning, and Pressing of Clothing <i>A.</i> Rules for Reimbursement
	3	Taxes on Lodging <i>A.</i> Rules for Reimbursement
	4	Baggage <i>A.</i> Definitions <i>B.</i> Authorization for Excess Baggage <i>C.</i> Payment/Documentation for Excess Baggage <i>D.</i> Other Reimbursable Baggage Charges <i>E.</i> Claim for Lost or Damaged Baggage

TABLE OF CONTENTS

<u>Part</u>	<u>Paragraph</u>	<u>Topic</u>
7	5	Other Miscellaneous Expenses <i>A.</i> Other Expenses Authorized <i>B.</i> Types of Other Expenses <i>C.</i> Receipts Required for Miscellaneous Expenses
8	DOMESTIC RELOCATIONS	
	1	Persons Eligible <i>A.</i> Persons Eligible <i>B.</i> Basic Rule <i>C.</i> Exceptions to the 50-Mile Rule
	2	Service Agreements <i>A.</i> Basic Rule <i>B.</i> Terms <i>C.</i> Exceptions to Terms
	3	Preparing Forms <i>A.</i> Forms to Use <i>B.</i> Approving Official <i>C.</i> Time to Complete Paperwork
	4	Entitlements <i>A.</i> Eligible Employees <i>B.</i> Entitlements for New Appointees <i>C.</i> Entitlements for Employees Covered Under Government Employees Training Act (GETA)
	5	House-Hunting Trip <i>A.</i> Discretion of Authorizing Official <i>B.</i> Basic Rules/Requirements <i>C.</i> Allowable Expenses <i>D.</i> Reimbursement
	6	Enroute Travel <i>A.</i> Transportation Expenses <i>B.</i> Enroute Per Diem <i>C.</i> Mileage Requirements <i>D.</i> Mileage Rates for Use of POV <i>E.</i> Use of More Than One POV <i>F.</i> Reimbursement

TABLE OF CONTENTS

<u>Part</u>	<u>Paragraph</u>	<u>Topic</u>
8	7	Shipment and Storage of Household Goods <ul style="list-style-type: none"><i>A.</i> Basic Rule<i>B.</i> Limitations<i>C.</i> Means of Shipment<i>D.</i> Reimbursement<i>E.</i> Contact
	8	Temporary Quarters Subsistence Expense (TQSE) <ul style="list-style-type: none"><i>A.</i> Discretion of Authorizing Official<i>B.</i> Basic Rules/Requirements<i>C.</i> Dollar Limitations<i>D.</i> Expenses Covered<i>E.</i> Reimbursement
	9	Miscellaneous Expense Allowance <ul style="list-style-type: none"><i>A.</i> Purpose of Allowance<i>B.</i> Dollar Limitations<i>C.</i> Examples of Miscellaneous Expenses<i>D.</i> Reimbursement
	10	Real Estate Expenses <ul style="list-style-type: none"><i>A.</i> Purpose<i>B.</i> Covered Expenses<i>C.</i> Reimbursement Limitations<i>D.</i> Lease Termination<i>E.</i> Time Limitations<i>F.</i> Reimbursement
	11	Relocation Services Program (RSP) <ul style="list-style-type: none"><i>A.</i> About the Program<i>B.</i> Limitations and Procedures<i>C.</i> Cost of Program to Employee<i>D.</i> Employee to be Contacted by RSP Contractor<i>E.</i> Additional Details
	12	Relocation Income Tax Allowance (RITA) <ul style="list-style-type: none"><i>A.</i> Purpose<i>B.</i> Taxable and Nontaxable Moving Expenses<i>C.</i> When to file RITA claims?
	13	Administrative Leave

TABLE OF CONTENTS

<u>Part</u>	<u>Paragraph</u>	<u>Topic</u>
9		CONFERENCES AND MEETINGS
	1	Selection of Meeting/Conference Sites
	A.	Most Cost Effective Location
	B.	Contact
	2	Per Diem for Attendance at Conferences
	A.	Conference Lodging Allowance
	B.	Conference Lodging Allowance Subsistence Code
	C.	Light Refreshments
	3	Award Ceremonies
10		INTERNATIONAL TRAVEL
	1	Guidelines
	A.	General Information
	B.	Forms Required
	C.	Advance Notification of International Travel – FAS and FSA
	D.	Approval of Foreign Travel for FSA Employees
	2	International Travel Country Clearance
	A.	Definition
	B.	How to Obtain Country Clearance?
	C.	State Department Clearance
	D.	Diplomatic Contacts
	3	Required Security Briefing
	4	Foreign Per Diem Rates
	A.	Method of Calculation
	B.	Who Sets the Rates?
	5	Rest Stops
	A.	When a Rest Stop is Allowed?
	B.	Where a Rest Stop Should be Taken?
	C.	When a Rest Stop is Not Allowed?
	D.	Allowable Per Diem

TABLE OF CONTENTS

<u>Part</u>	<u>Paragraph</u>	<u>Topic</u>
10	6	Excess Baggage
	7	Premium-Class Travel
	8	Fly America Act - Use of U.S. Flag Carriers
	9	Immunizations
	10	Acceptance of Travel Payment from Non-Federal Sources (FAS Only)
	11	Trip Reports (FAS Only)
	A.	International Travel with FAS-Funded Authorizations – Temporary Duty (TDY)
	B.	Section 108 Travel
	12	TDY Telephone Use and Reimbursement Policy (FAS Only)
11	PASSPORTS AND VISAS	
	1	Requirements for A Government Passport
	A.	Who Needs a Government Passport?
	B.	Types of Passports
	C.	Exception to Required Use Policy
	D.	Prohibited Use of Passport
	E.	Provisional Use of Passport
	2	Application Process to Obtain a Passport
	A.	Forms Required to Obtain a Passport
	B.	Other Documents Required
	C.	Passport Photos
	D.	Where to Apply for a Passport?
	E.	Requesting Birth Records
	F.	Submission
	3	Other Passport Actions
	A.	Expiring Passports
	B.	Renewal
	C.	Lost or Stolen Passport
	D.	Name Change
	4	Accountability of Government Passports
	A.	Traveler's Responsibility
	B.	ITS Responsibility
	5	VISAS
	A.	Time and VISA Requirements
	B.	Restrictions